

## OCR FM FUNDRAISING AND MONEY HANDLING POLICY

### AIM

The aim of this policy is to ensure that the public trust in OCR FM Inc is protected and donors and beneficiaries are not misled or deceived. That the members of OCR FM Inc have clear guidelines which promote honesty, respect, integrity and transparency.

### POLICY

1. No member of OCR FM Inc shall engage in a fundraising activity that reasonably appears to be a criminal offence or constitute misconduct.
2. No member of OCR FM Inc will engage in activities that may harm the organisation, a donor or members of the public. If a member becomes aware of such activities then that member shall inform the Executive of OCR FM Inc immediately.
3. All fundraising activities must be approved by the Executive committee of OCR FM Inc prior to the commencement of that activity.
4. All fundraising activities must recognise the boundaries of competence and capabilities of the organisation and meet legal and ethical obligations.
5. Prior to undertaking any fundraising activity, the committee must be made aware of all costs of the activity, the best outcome and likelihood of failure to achieve results.
6. The committee of OCR FM Inc must approve a fundraising budget prior to commencement of the activity.
7. A fundraiser must fully and accurately disclose to OCR FM Inc all donations received and all costs incurred as well as all monies raised from the activity.
8. A fundraiser must not remunerate themselves for their time, effort or other costs without the approval of the committee at a committee meeting.
9. A fundraiser must not engage in activities that bring OCR FM Inc and its members into disrepute.
10. A fundraiser must not disclose to any member of the public OCR FM Inc.'s financial information (other than that disclosed in the Annual Report or required by law).
11. If fundraising activity is public (e.g. selling raffle tickets) the fundraiser must provide full name and organisation name on name badge or other visible means of identification worn at all times.
12. A fundraiser must ensure all promotional materials are factually accurate, truthful and are not likely to deceive or mislead any person. All such material will identify the organisation and provide contact details while complying with the State Competition and Consumer Act and other legislation. Such promotional material will also be approved by the OCR FM committee.
13. A fundraiser must comply with anti-discrimination legislation regarding decisions and results based on race, sex, marital status, disability or religious belief.

14. Individuals or groups may wish to raise funds for OCR FM Inc by holding an event or activity. Before entering into an agreement with any group, OCR FM Inc should ensure that the event or activity has written permission from OCR FM Inc committee, identify whether the individual or group accept the financial risk of the planned activity or event, have a business plan which includes expectations of OCR FM Inc, expected result and evidence of legislation and legal requirements.

## **FUNDRAISING PROCEDURE**

1. Identify the amount of funds OCR FM Inc wants to raise, how and from whom.
2. Identify fundraiser leader and activity members.
3. Prepare a budget for activity or event.
4. Organise a timeline for activity, requirements needed for activity and method of fundraiser e.g. Raffle, event, contest.
5. Identify legal and legislation requirements.
6. Identify barriers to success and any level of risks.
7. Provide list of instructions for activity members.
8. Provide identification badges for activity members.
9. Provide agreement if another group or organisation is assisting/running activity.
10. Identify cash money management strategies.
11. Fundraiser is responsible for collection and return of float and cash tin from/to Treasurer.
12. At conclusion of activity or event, present report to OCR FM Inc which also includes financial report.

## **MANAGEMENT OF CASH COLLECTION**

1. The Treasurer shall minimise the need for cash collections at the event by promoting and encouraging payments by cheque or direct payment into the organisations bank account, with some form of reference number or tracking details.
2. The Treasurer must ensure that cash handling is in a secure and safe environment.
3. All cash shall be collected, counted and recorded (including issuing of receipts) by two independent persons at all times before leaving fundraising premises.
4. Income summaries should be made at point of counting for reconciliation with banking details at a later date. Closing balance to be signed off by two independent persons.
5. An adequate secure container such as a lockable petty cash container to be used at all times and stored under constant observation.
6. Those handling cash must at all times be identifiable with name tags.
7. The treasurer to ensure estimated amount of monies stored at event is covered by organisations insurance.
8. All monies to be stored in a safe and secure place prior to banking.
9. Monies to be banked at first opportunity post event and transported to bank in a non-recognisable bag. Ensuring monies are not left unattended in transit to bank.

## **Related Documents**

OCR FM Fundraising Budget Sheet

OCR FM Fundraiser Profit/Loss Statement

This policy was adopted as policy in principle by the OCR FM Committee of Management

Signed *Tyson Graham*

Date 13<sup>th</sup> February 2022

This Policy is due for review within 24 months of the date shown above.